

Scheduled Disciplinary Hearing Announcement

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Employee ID: [Employee ID]

Dear [Employee Name],

This letter is to inform you that a disciplinary hearing has been scheduled to discuss concerns regarding your conduct. The details of the hearing are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Attendees:** [List of Attendees]

During this hearing, you will have the opportunity to present your case and respond to the allegations made against you. You may also bring a representative if you wish.

Please confirm your attendance by [insert confirmation method and deadline]. If you have any questions or need further assistance, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]